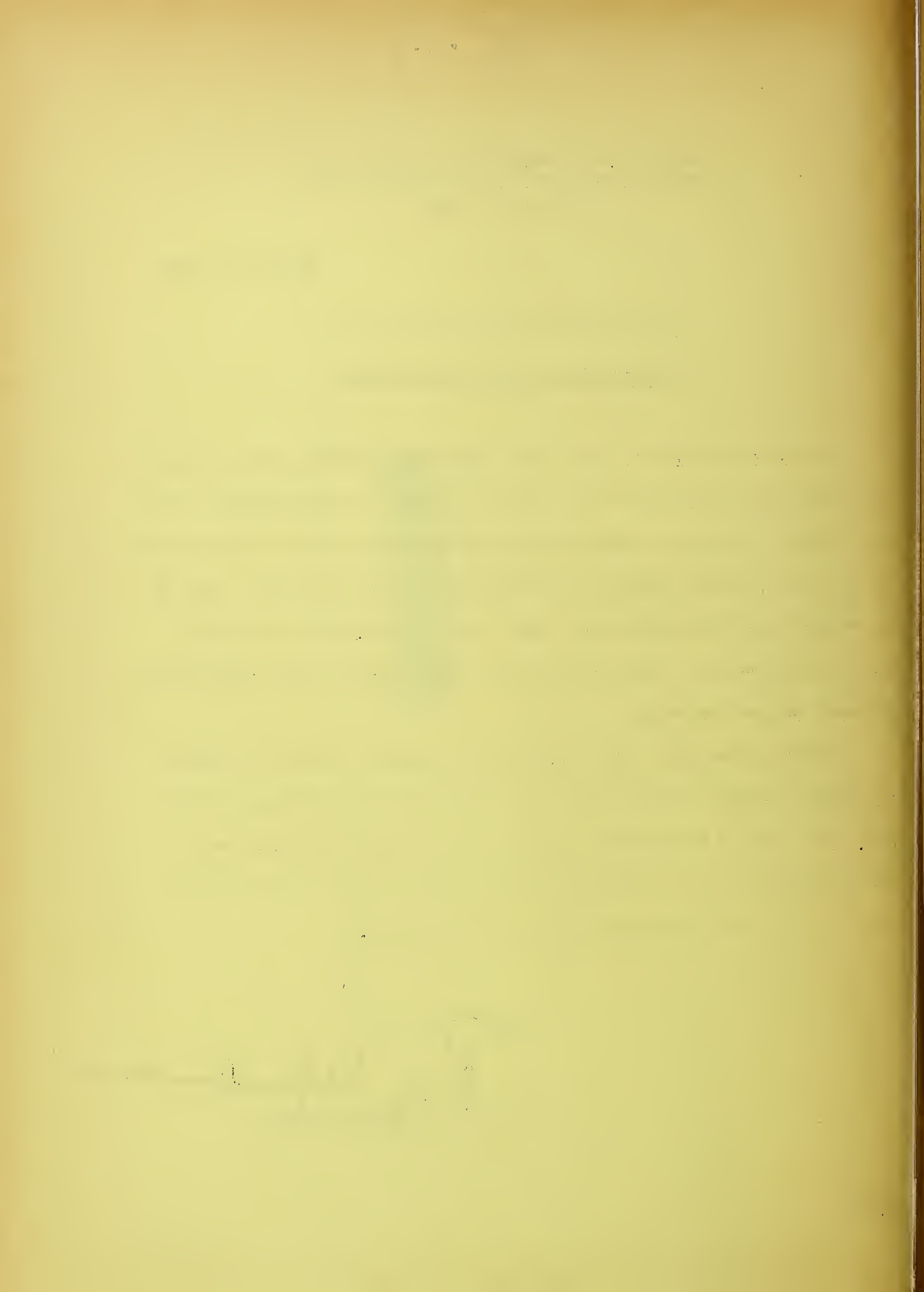


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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

December 10, 1942

ADMINISTRATOR'S MEMORANDUM NO. 28 ✓

Supplement A

Clearance of Questionnaires

The Bureau of the Budget, in Circulars 360 and 360 Supplement No. 1, requires that effective January 1, 1943 all report forms and other materials to be used by any federal agency in requesting information from any group of ten or more respondents shall be approved by the Bureau of the Budget prior to use. In addition, any request calling for information for use in statistical compilations shall likewise be approved by the Bureau of the Budget.

In accordance with Regulation 1616 and Secretary's Memorandum No. 1042, the Bureau of Agricultural Economics is responsible for clearing with the Bureau of the Budget any such forms and requests proposed for use by the Department of Agriculture, and I am assigning to Mr. S. R. Newell the responsibility of clearing any such AMA forms and requests with the Bureau of Agricultural Economics. Dr. R. K. Gaumnitz of the Program Appraisal Division will assist Mr. Newell in this work, and branches wishing to make surveys should first consult with him to ascertain the feasibility of their request. Forms for the submission of questionnaires and reports should be obtained from him. Requests from the field shall be directed through the Regional Administrator to Mr. Newell.


Acting Administrator

